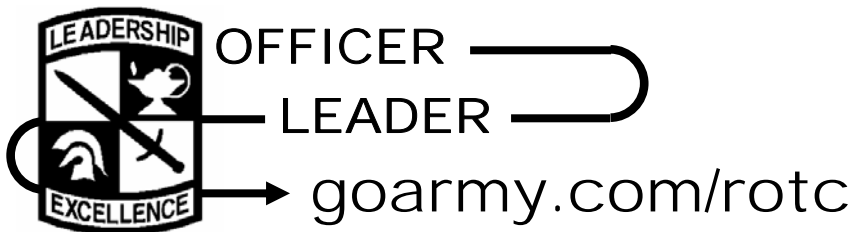


U.S. ARMY ROTC GREEN TO GOLD ACTIVE DUTY OPTION PROGRAM APPLICATION



**THE ARMY RESERVE OFFICERS' TRAINING CORPS (ROTC)
TWO-YEAR GREEN TO GOLD ACTIVE DUTY OPTION PROGRAM
FOR ACTIVE DUTY ARMY ENLISTED PERSONNEL**

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It is your responsibility to ensure that your application is complete and returned to: Headquarters, Cadet Command, ATTN: Green to Gold Active Duty Option Program, 55 Patch Road, Building 56, Fort Monroe, VA 23651-1052.

Deadlines: Your application must be complete and received by **1 April** of the year of the award. Applications can be forwarded anytime after **15 November** but received not later than **1 April**.

Announcement Date: Your Commander will be notified of your final status not later than **30 June**.

If you change your address or wish to withdraw from competition after submitting your application, please notify HQ, Cadet Command, ATTN: ATCC-OP-I-S (Green to Gold), 55 Patch Rd., Bldg. 56, Fort Monroe, VA 23651-1052 in writing or via E-Mail to atccps@usacc.army.mil .

Applications on individuals who are not selected as participants will not be carried over into the next cycle. Individuals must reapply.

Revised 8/2006

THE ARMY RESERVE OFFICERS' TRAINING CORPS (ROTC) TWO-YEAR GREEN TO GOLD ACTIVE DUTY OPTION PROGRAM FOR ACTIVE DUTY ARMY ENLISTED PERSONNEL

GENERAL INFORMATION

The ROTC Green to Gold Active Duty Option Program provides eligible, active duty enlisted soldiers an opportunity to complete a baccalaureate degree or graduate degree and be commissioned as Army officers upon receiving the appropriate degree.

This two-year program allows soldiers to enter the ROTC program as academic juniors or graduate students and requires that they graduate within 21 months (only under unique circumstances and approved by HQCC may this be extended up to 24 months). Soldiers who are selected to participate in this program will continue to receive their current pay and allowances while in the program (up to 21 consecutive months or a maximum of 24 consecutive months if an extension is approved by HQCC).

Soldiers selected are responsible for their educational expenses; e.g., tuition, books, and fees. They may receive any portion of the Montgomery GI Bill/Army College Fund benefits they have earned since entering into the military. However, IAW Department of Defense Directive 1322.8, soldiers selected to participate in this program will not be authorized to use tuition assistance.

To qualify for benefits under the Montgomery GI Bill, active duty members must:

- Have received a high school diploma or equivalent prior to completion of their initial tour of active duty AND
 - serve at least 20 months on active duty if initial obligation is 2 years, OR
 - serve 30 months on active duty if initial obligation is 3 years or greater

For further information regarding eligibility for Montgomery GI Bill/Army College Fund, contact an education counselor at your installation's Education Center or visit the website at www.gibill.va.gov/education/benefits.htm or call 1-888-442-4551. The important point is to ensure you fully understand the benefits before making any decision.

You may pursue any course of study leading to a baccalaureate degree listed on page A-7 – A-11 and may engage in any campus/community activity that does not interfere with your requirements.

In addition to your normal studies, cadets must successfully complete the prescribed military science courses, professional military education subjects, the Leader Development and Assessment Course (LDAC) (normally between Junior and Senior years), and any other training that may be prescribed by the Secretary of the Army as a requirement for commissioning. Soldiers who are selected are not permitted to participate in the Simultaneous Membership Program (SMP) which permits simultaneous membership in both the Senior ROTC program and U.S. Army Reserve/Army National Guard. Upon commissioning, the officer will be assigned to the Active Component. Reserve Component duty is not authorized.

Soldiers who are selected for the program will receive normal PCS entitlements, IAW existing travel regulations.

ELIGIBILITY

To be eligible to participate in this program, a soldier must--

- a. Be a citizen of the United States.
- b. Be eligible for appointment as a commissioned officer in the U.S. Army Reserve (USAR) under the provisions of AR 135-100 and AR 135-101.
- c. Be under 30 years of age upon completion of all requirements for a commission and a college baccalaureate/graduate degree. **(Waivers are authorized)**
- d. Have less than ten (10) years of Active Federal Service (AFS) at the projected time of graduation and commissioning. **(Waivers are authorized)**
- e. Have favorable recommendations from Chain of Command (immediate Commander and field grade commander).
- f. Have completed three months of active duty for every one month of specialized training received as of the date of enrollment into the program. This includes language training, critical Military Occupation Skill (MOS), or Additional Skill Identifiers (ASI) received. Service obligations are served concurrently; the most recent service obligation for specialized training may not be based on the most recent course attended. Longer duration ASI/SQI courses may have service obligations that override a shorter but more recent course.
 - (1) If a waiver of the service obligation for training is required (Appendix D-1), soldier must submit the request for waiver through Headquarters Cadet Command (HQCC) to the Human Resource Center (HRC) in Alexandria, Virginia along with the application. Determine waiver requirements using worksheet in Appendix D. HQCC will forward the DA Form 4187 with notification letters to HRC-Alexandria for soldiers who are selected to participate in this program.
 - (2) Soldiers who are currently scheduled to attend an approved reclassification MOS training school will not be considered for a waiver until a request for cancellation of the approved reclassification MOS training has been processed and approved by the proper approval authority. In addition, the Stop Loss/Stop Movement Policy is in effect, and soldiers who are selected to participate in this program will be cleared by HQCC through HRC before notification letters are released.
- g. Have at least 48 months remaining upon entering the program. Soldiers who do not meet the service remaining requirement for this program must be processed IAW AR 601-280, paragraph 4-6, before complying with orders directing movement to Student Detachment, Fort Jackson, South Carolina.
- h. Have received a score of 110 or higher on the General Technical (GT) Aptitude Area of the Army Classification Battery if applying for the program. Soldiers may retest

through their installation education centers. **(No waivers authorized)**

i. Soldiers must have a minimum cumulative grade point average of 2.5 on a 4.0 point grading system on all previous college work completed. **(No waivers authorized)**

j. Have passed an Army Physical Fitness Test (APFT) and achieved at least a score of 180 or higher with a minimum of 60 points in each event within the last six months of receipt of the application. **(No alternate events)**

k. Have two years remaining (4 semesters/6 quarters) as a full time student as indicated on CC Form 104-R, Planned Academic Program Worksheet. Summer sessions are authorized but cannot interfere with Leader Development and Assessment Course (LDAC) attendance. Transfer hours accepted by the school of attendance must be included on CC Form 104-R, block 5b as credits applied towards the degree being pursued. This information must be confirmed by the school's administration through an official evaluation of all official transcripts. Course overload is not permitted. **(No waivers authorized)**

l. Obtain an **unconditional** letter of acceptance from a baccalaureate/graduate degree producing college or university that has an approved Educational Service Agreement (ESA) with the United States Army. The letter must indicate **unconditional** Junior status.

m. Obtain a letter of acceptance from the Professor of Military Science (PMS) into the Army ROTC program at the school you plan to attend and the start date of the school term. Contact the PMS at the institution in order to receive this letter.

n. Have a favorable or have initiated a National Agency Check (NAC) or Entrance National Agency Check (ENTNAC). If it is determined that a security clearance will not be granted after enrollment in the program, the soldier will be removed and reassigned based on the needs of the Army at their current enlisted grade/rank and MOS.

o. Be medically qualified IAW AR 40-501, Standards of Medical Fitness dated 12 April 2004, Chapter 2, to participate in the ROTC program as determined by Department of Defense Medical Examination Review Board (DoDMERB), the agency responsible for reviewing physicals. **(Must be medically qualified by 15 Jul or you will be deferred until the Spring Semester.)**

p. Have no more than three dependents (including spouse). **(Waivers are authorized)**

SCHOLAR – ATHLETE – LEADER

A soldier will be considered for participation in this program based on officer potential and the scholar-athlete-leader criteria listed below. Although a soldier may not possess any of the S-A-L attributes, the soldier may still be considered for the program.

Each applicant must complete the SAL Checklist located in Appendix G and work with his or her chain of command to indicate or highlight all SAL qualities in the file submission to enhance the strength of their application. **EXAMPLES OF S-A-L criteria are as follows:**

Scholar

- Honor Graduate/Commandant's List of NCOES school **OR**
- Cumulative Grade Point Average (GPA) of 3.0 or higher on all college level courses

Athlete

- Score 270 or higher on Army Physical Fitness Test **OR**
- Active competitive involvement on an intramural sports team

Leader

- Selected as Soldier/NCO of the Quarter/Year at battalion level or higher **OR**
- Inducted into the Sergeant Audie Murphy/Sergeant Morales Club

INELIGIBILITY

A soldier is ineligible for this program if they:

- a. Have more than two years remaining for degree completion.
- b. Have less than 48 months remaining on their current enlistment contract and are unable to extend current service obligation.
- c. Have an unfavorable recommendation by their chain of command.
- d. Are ineligible for reenlistment.
- e. Are a conscientious objector, as defined in AR 600-43, Conscientious Objection.
- f. Have a misdemeanor record of a Domestic Violence Conviction (DVC).
- g. Are under suspension of favorable personnel action IAW AR 600-8-2.
- h. Have 10 years or more of active federal service at time of commissioning.
- i. Are under probation for a civil conviction or charges are pending at the time of application.
- j. Have had **any** adverse juvenile adjudication (even if the record may have been sealed or expunged), or have been arrested, indicted, or convicted by a civil court or military law for other than minor traffic violations (fine of \$250 or less), or had imposed other adverse disposition; e.g. attend classes, perform community service or perform any other similar acts) unless waived for this program. A waiver previously approved for enlisting in the Army does not constitute a waiver for entry into an officer producing program. **(Waivers are authorized)**
- k. Are a soldier without a spouse and have one or more dependents under 18 years of age is disqualified except as provided in paragraph l(3) below. **(Waivers are authorized)**

1. Dependents:

(1) Are a soldier with a spouse in a military component of any armed service (excluding members of the Individual Ready Reserve (IRR)) who has one or more dependents under 18 years of age. **(Waiver may be requested)**

(2) A divorced soldier may be processed for enrollment without a waiver when the child or children has/have been placed in the custody of the other parent, an adult relative or legal guardian by court order and the soldier is not required to provide child support. Copies of court documents must be provided with the application.

(3) A divorced soldier may be processed for a dependency waiver when the child or children has/have been placed in the custody of the other parent, an adult relative or legal guardian by court order and the soldier is required to provide child support. In both cases mentioned, the soldier must sign a statement of understanding acknowledging that he or she will be removed from the program should they regain custody of the child or children while enrolled in ROTC. (DA Form 3286-31-R, Statement of Understanding U.S. Army Enlisted Policy for Applicants Without Spouse Who Have Surrendered Custody of Dependents, will be used as a guide.) An exception to the removal will only be considered if extraordinary circumstances prevail such as the death of the legal guardian or adult.

OBLIGATIONS

Soldiers who are medically and administratively qualified and selected to participate in this program will be required to--

a. Serve in the military for a period of 8 years. This will be fulfilled by:

- Serving on active duty 3 years followed by service in the Army National Guard (ARNG) or United States Army Reserve (USAR) or the Individual Ready Reserve (IRR).

APPLICATION PROCEDURES

Read instructions carefully. Print or type the information required. Incomplete or inaccurate forms may eliminate you from further consideration. It is **your responsibility** to ensure that all required forms are submitted to Headquarters, Cadet Command, ATTN: ATCC-OP-I-S (Green to Gold Active Duty Option Program), 55 Patch Road, Building 56, Ft. Monroe, VA 23651-1052 and **RECEIVED NOT LATER THAN 1 APRIL** of the year of award, unless otherwise stated. **NOTE: RETAIN A COPY OF ALL PAPERWORK FORWARDED FOR YOUR RECORDS.**

Your completed application will consist of the following: **(NOTE: See checklist in Appendix A)**

a. CC Form 174-R (Appendix A-1 - A-2) (U.S. Army ROTC Green to Gold Active

Duty Option Program Application).

(1) A soldier selected to participate in this program will not receive an Army ROTC Scholarship. However, if block 3a is annotated “yes,” the soldier will be considered for the Green to Gold ROTC Scholarship Program. If block 3a is annotated “no,” the soldier will be considered for the Green to Gold Active Duty Option Program only. A soldier may be considered for both programs by selecting “yes” for both programs.

(2) If your answer to Item 20, civil conviction is yes **YOU MUST REQUEST A WAIVER OF THE DISQUALIFICATION**. The waiver request must be submitted with your application. Include a complete written affidavit (sample at Appendix D-2) with the description of the offense, to include all circumstances leading up to arrest and conviction and complete sentence imposed, copy of the court record which indicated the charge, plea, and/or findings, as well as the sentence imposed and the record showing satisfaction of the sentence (when court records are not available this fact must be established by correspondence from the court), and three recent letters of character reference which indicate that the writer is aware of your specific situation requiring a waiver. Your statement must be certified under oath. If an offense occurs after you submit your application up to the date of discharge you must also inform this headquarters and request a waiver.

(3) A favorable recommendation from the immediate commander and field grade commander commenting on your officer-like qualifications, i.e., S-A-L criteria, leadership potential, appearance, personality, military record and aptitude for further military training.

b. CC Form 103-R (Appendix B) (Active Duty/Reserve ROTC Applicant Snapshot). Affix a recent (within the last 3 months) photograph in Class A uniform, which will be retained by this headquarters. A full-length photograph in uniform is requested. Print your name and social security number on the back of the snapshot or photograph and on the form. If deployed, provide a snapshot in BDUs along with a copy of the deployment orders.

c. A copy of APFT scorecard (DA Form 705) (must be within the last 6 months of the receipt of the application) (**No alternate events**)

d. A current up to date copy of your Personnel Qualification Record, Enlisted Records Brief.

e. Medical Examination (Appendix C-1 & C-2).

(1) Have your Commanding Officer/First Sergeant contact your supporting medical treatment facility and request they accomplish a physical IAW AR 40-501, Chapter 2. The medical forms attached have to be used (Appendix C-1 & C-2). When completing **DD Form 2351**, enter “**ADEP**” in **block 8**.

(2) **You must be fully medically qualified by 15 Jul to participate in this program or you will be deferred until the Spring semester.**

(3) Medical examinations must be submitted at the time of application to this

headquarters, ATTN: ATCC-OP-I-S (Green to Gold Active Duty Option Program), Ft Monroe, VA 23651-1052, or **not later than 30 days** after submission of your application packet. This headquarters will forward the physical to DODMERB with the appropriate form for processing. **DO NOT SEND THE PHYSICAL YOURSELF TO DODMERB.** Delay in forwarding physical could result in not being medically qualified in sufficient time to enroll in the program. The physical qualification process normally takes DODMERB anywhere from 6-8 weeks from start to finish. Any remedials or follow-up required by DODMERB should be accomplished by you prior to announcement of selections.

(4) If a soldier does not meet the screening table weight IAW AR 600-9, a current “Body Fat Content Worksheet” must be included in the application.

f. Official transcripts of all colleges you have attended. Partial transcripts will not be considered. The school accepting you for attendance should establish a grade point average (GPA). However, if a GPA is not established by the school then the GPA from all previous college work completed will be used. If you have received college credit by means of the USAFI or CLEP tests, official results of such tests must also be furnished to this headquarters. College Grade Reports are not transcripts and are unacceptable. Transcripts that appear in languages other than English must be translated prior to submission. Soldiers are responsible for ensuring that all official transcripts are enclosed in their packets.

g. Letter of acceptance from a baccalaureate degree producing college or university must state unconditional acceptance as a full-time student, with Junior status, and the school start date (if applying for masters degree program, the letter of acceptance must also state unconditional acceptance).

h. Letter from the Professor of Military Science (PMS) acknowledging contact has been made and they are aware of your pending enrollment in their program.

i. CC Form 104-R (Appendix H) (Planned Academic Program Worksheet). This form will be completed by the university’s departmental head, verified and signed by both the soldier and the school registrar’s office. The Professor of Military Science at the institution you plan to attend will assist you in the completion of this form. If the school you plan to attend does not host Army ROTC, please have the school official forward the form to the Army ROTC host institution with which a partnership school agreement in ROTC is authorized. Verification form must indicate you have been accepted in the academic discipline that you indicate you will pursue. **Soldiers selected to participate in the program must attend the institution that provides the CC Form 104-R. No transfers are authorized once the soldier starts the program.**

j. Evaluation of Transfer of Credit. If you will be attending a college/university other than the one from which you obtained your college credits, an evaluation of transfer of credits is required. Evaluation should include course number and title, course grade, credit hours attempted and earned **toward the degree pursuing** and grade point average if available. (NOTE: Some university systems may accept transfer credit for placement purposes and still require additional evaluation by the department awarding the degree. This may change your academic status)

k. Copy of waiver request (TSO & civil convictions) if applicable.
(Appendix D-1 and D-2)

l. CC Form 132-R (Appendix E) (Statement of Understanding (Dependency)).
Cadet Command Pamphlet 145-4.

m. CC Form 228-R (Appendix F) (Financial Statement).
Cadet Command Pamphlet 145-4.

n. Scholar-Athlete-Leader (SAL) Checklist (Appendix G)

o. Statement of Eligibility. This statement will verify that the soldier is not pending UCMJ actions, barred from reenlistment, or is flagged IAW AR600-8-2. This statement must be signed by the soldier's Personnel Servicing Center (PAC) or Military Personnel Office (MILPO). If the soldier receives assignment instructions, whether in CONUS or OCONUS, during the timeframe that the soldier is applying, the soldier must contact their respective MOS branch manager at HRC-Alexandria and inform that office about pending application. The soldier may also provide HRC-Alexandria with the Green to Gold Program Manager's email address and phone number for HRC-Alexandria's verification. The soldier will also provide, via e-mail or in writing, verification to the Green to Gold Program Manager that they have contacted HRC-Alexandria.

p. Memorandum of Understanding (MOU). ROTC Green to Gold Active Duty Option Program MOU will be signed and included in the application packet. (Appendix I)

q. DA Form 2166-8 (NCO Evaluation Reports). Applicants in the rank of SGT or above must submit copies of the last two (2) DA Form 2166-8 (NCOERs) received and a copy of the **latest** DA Form 1059 Service School Academic Evaluation Report. Applicants in the rank of SPC/(CPL) or below must submit copies of the last three (3) awards and/or DA Form 1059 evaluation report received (if applicable).

REMOVAL FROM THE PROGRAM

a. Soldiers selected to participate in the program must maintain eligibility. Failure to maintain eligibility requirements will result in removal from the program and immediate re-assignment. A soldier may be removed from the program for:

- (1) Failure to maintain a CGPA of 2.0 or higher.
- (2) Failure to complete degree in the time allotted (21 consecutive months).
- (3) Failure to meet height/weight standards IAW AR 600-9.
- (4) Failure to pass a record APFT (will be administered every six months).
- (5) Misconduct as defined by AR 145-1, para 3-43(12).
- (6) Lack of aptitude as defined by AR 145-1, para 3-43(13).
- (7) Undesirable character as defined by AR 145-1, para 3-43(14).

(8) Indifferent attitude as defined by AR 145-1, para 3-43(15).

(9) Change in medical condition which makes the soldier ineligible for commissioning.

b. If a soldier is removed from the program at any time after enrollment, the established Service Remaining Requirement (SSR) will remain in effect and the soldier will be reassigned immediately based upon the needs of the Army.

Should you have questions or desire assistance in completing your application, you may contact an ROTC unit located near your installation. These units are listed on page 11. If you are stationed at a site outside the Continental United States, your local education center may provide assistance in completing your application. If you have questions that cannot be answered through your education center, you may call a Green to Gold point of contact listed on page 11. You may also visit the web site www.goarmy.com/rotc, in the left menu, click on Scholarships, then click on Enlisted Soldiers, and then scroll down and click on Green to Gold Active Duty Option Application and Download for information/application concerning the Green to Gold Active Duty Option Program.

NOTE: Should you have any change in status (address, dependency, marital status, civil conviction, pregnancy, etc.) from the time you apply until notification that you have been selected to participate in this program, you must inform this headquarters.

List of Green to Gold Points of Contact

Post	ROTC Battalion	Comm Telephone	DSN Telephone
Aberdeen Proving	Morgan State Univ	(443) 885-3264	
Alaska	Univ Of Alaska	(907) 474-7501	
APO AP	HQ, 13 th Bde	(253) 966-7183	347-7183
APO-AA	Campbell University	(910) 893-1590	
APO-AE	Campbell University	(910) 893-1590	
Ft Belvoir, VA	George Mason University	(703) 993-2707	
Ft Benning, GA	Columbus State	(706) 568-2058	
Ft Bliss, TX	Univ of Texas at El Paso	(915) 747-6692	
Ft Bragg, NC	Campbell University	(910) 893-1590	
Ft Buchanan, PR	U/Puerto Rico-Rio Piedras	(787) 764-0000x7653	
Ft Campbell, KY	Austin Peay State Univ	(615) 648-6149	
Ft Carson, CO	U Of Co At Colorado Springs	(719) 262-3236	
Ft Dix, NJ	Princeton Univ	(609) 258-4225	
Ft Drum, NY	Syracuse Univ	(315) 443-1752	
Ft Eustis, VA	College Of William and Mary	(757) 221-3600	
Ft Gordon, GA	Augusta State Univ	(706) 667-4648	
Ft Hood, TX	Tarleton State University	(254) 285-2196	
Ft Huachuca, AZ	University Of Arizona	(520) 621-1078	
Fort Irwin, CA	Claremont McKenna College	(909) 621-8102	
Ft Jackson, SC	Univ Of South Carolina	(803) 777-3639	
Ft Knox, KY	University of Louisville	(502) 852-7902	
Ft Leavenworth, KS	University Of Kansas	(785) 864-1109	
Ft Lee, VA	Virginia State Univ	(804) 524-5537	
Ft Leonard Wood, MO	10 th Bde Headquarter	(573) 596-6680	581-6680
Ft Lewis, WA	HQ, 13 th Bde	(253) 966-7183	347-7183
Ft Rucker, AL	Auburn University	(334) 244-3528	
Ft Mcpherson, GA	Georgia Inst Of Tech	(404) 894-9938	
Ft Meade, MD	Bowie State	(301) 860-3563	
Ft Monmouth, NJ	Rutgers Univ	(732) 932-7313x20	
Ft Monroe, VA	HQ, Cadet Command	(757) 788-3341/4571	680-3341/4571
Ft Myer, VA & WRAH	Georgetown Univ	(202) 687-7008	
Ft Polk, LA	Northwestern Louisiana State	(318) 357-5177	
Ft Riley, KS	Kansas State Univ	(785) 532-6754	
Ft Detrick, MD	McDaniel College	(410) 857-2727	
Ft Sam Houston, TX	Univ Of Tx At San Antonio	(210) 458-4622 (210) 436-3011x1522	
Ft Sill, OK	Cameron University	(580) 581-2340	
Ft Stewart, GA	Georgia Southern Univ	(912) 681-0040	
Hawaii	University Of Hawaii	(808) 956-7766	
Redstone Arsenal, AL	Alabama A&M	(256) 372-5775	
Walter Reed Army, DC	Georgetown Univ	(202) 687-7008	
White Sands Mr, NM	New Mexico State Univ	(505) 646-4030	

**INSTRUCTIONS FOR COMPLETING CADET COMMAND FORM 174-R
U.S. ARMY ROTC GREEN TO GOLD ACTIVE DUTY OPTION APPLICATION**

ITEM	REMARKS
1. Social Security Number	Self-explanatory
2. Last Name	Self-explanatory
2a. First Name	Self-explanatory
2b. Middle Initial	Self-explanatory
3. Scholarship Type (ONLY complete this item if you are also planning on competing for the Green to Gold Scholarship Option)	Select the appropriate code for the type of scholarship that is being applied for from the drop down menu: 2 - 2 YR M - Masters
3a. Green to Gold Scholarship Option	If you wish to also be considered for a Green to Gold Scholarship select "Yes" from the drop down menu and be sure to complete item #3, otherwise select "No" from the drop down menu and do not complete item #3.
4. Date of Birth	Enter as Month, Day and 4-digit Year without any dashes; ex. 12311988
5. Sex	Select either Male or Female from the drop down menu.
6. Race	Select your Racial/Ethnic Descent from the drop down menu:
	A American Indian or Alaska Native
	B Asian
	C Black or African American
	D Native Hawaiian or Other Pacific Islander
	E White
	G Hispanic or Latino
	I Other
	0 Not Hispanic or Latino
7. Work Street Address	Provide unit street address
7a. Work City	Provide unit city
7b. Work State	Select the state from the drop down menu. Two character abbreviation (ex., VA, AL, etc.)
7c. Work Zip Code	Provide unit zip code
7d. Work Phone Number	Provide unit phone number. Include area code and if overseas include the country code.
8. Home Street Address	Self-explanatory
8a. Home City	Self-explanatory
8b. Home State	Select the state from the drop down menu. Two character abbreviation (ex., VA, AL, etc.)
8c. Home Zip Code	Self-explanatory
8d. Home Phone Number	Include area code and if overseas include the country code.
9. Marital Status	Select the appropriate code from the drop down menu: S - Single, M - Married, or D - Divorced

10. Number of Dependents	Select the correct number of dependents from the drop down menu. If married and spouse is not in the military, include spouse in this number. If spouse is in the military do not count spouse in this number. Do not count yourself in this number.
11. Spouse Military	If spouse is a member of any Armed Services select “Yes” from the drop down menu; other wise select “No”.
12. Citizenship	Select the appropriate category from the drop down menu:
	C = U.S. Citizen
	N = Non-U.S. Citizen
	P = Pending
12a. Naturalization Number	If naturalized enter the naturalization number in space provided
13. Rank	Select your current rank from the drop down menu.
14. Applicant E-Mail Address	Personal or Official (Mandatory item)
15. Date of Current Enlistment	Self-explanatory- If this is your first enlistment , ensure the Date of Current Enlistment is your Basic Active Service Date (BASD). If you have reenlisted this date will be the date of your current reenlistment. Enter as Month, Day, and 4-digit Year with no dashes (ex., 12312001)
16. Enlisted Expiration Date	Self-explanatory; enter as Month, Day, and 4-digit Year with no dashes (ex., 12302006)
17. Date of Original Enlistment	If date in item #15 is a reenlistment date, enter your original date of enlistment; enter as Month, Day, and 4-digit Year with no dashes (ex., 06251996)
18. MOS	Enter the first three digits of your primary MOS
19. General Technical Aptitude Area Score (GT)	Self-explanatory
20. Civil Convictions	Select either “Yes” or “No” from the drop down menu. Indicate “Yes” if you have been arrested, indicted, or convicted of violating any civil or military law or had any adverse juvenile adjudication or other adverse disposition imposed except minor traffic violations for which a fine of \$250.00 or less was imposed. List ALL convictions, even if expunged.
21. Army Physical Fitness Test (APFT) Push-Ups	Enter the exact number of repetitions.
22. Army Physical Fitness Test (APFT) Sit Ups	Enter the exact number of repetitions.

23. Army Physical Fitness Test (APFT) 2-Mile Run	Enter the exact time in minutes and seconds.
24. APFT Sum	Calculate APFT events for a total APFT sum.
25. APFT Pass	Select either “Yes” or “No” from the drop down menu. If total APFT sum is equal to or greater than 160 select “Yes”. If total APFT sum is not equal to or greater than 160 select “NO”.
26. Name of College or University that you will attend for ROTC	If item #27 does not host Army ROTC, indicate the school where you will take ROTC.
26a. ROTC FICE	Enter the 6-digit FICE Code (ex., 001234) include the leading zeros.
27. Name of College or University for Academics	Self-explanatory
27a. Academic FICE	Enter the 6-digit FICE Code (ex., 001234) include the leading zeros.
28. Academic Major Code	Enter the appropriate code for the academic discipline you will pursue. Refer to pages A-7 - A-11.
29. Resident Status	Select either “Resident” or “Non-Resident” from the drop down menu.
30. Favorable Security Clearance Completed	Select either “Yes” or “No” from the drop down menu.
30a. Security Background Investigation Type	Select the appropriate category from the drop down menu: NAC, ENTNAC, Other.
31. FAX Number for Applicant	DSN or Commercial (include area code and if overseas include country code)
32. Awards, Decorations, etc.	List awards, decorations or special recognition bestowed upon you.
33. Were You Ever Disenrolled From the ROTC Program	Select either “Yes” or “No” from the drop down menu.
34. Signature of Applicant	Print off the application and sign here as the applicant.
34a. Date	Enter the Month, Day, and 4-digit Year without any dashes (ex., 08012005)
35. Verification and Signature by the MILPO Office	Take the application after you sign in item #34 to your servicing MILPO and have them verify the data and then they must sign here. Be sure to include the rank of the person signing in this block.
35a. Date	Enter the Month, Day, and 4-digit Year without any dashes (ex., 08022005)
36. Applicant’s Personal Statement - Must be completed	Requires a written or typed statement why you desire a commission as an Army Officer. If additional space is required (current space holds 600 characters) attach a separate piece of paper and include your full name, SSN and the item # you are completing (ex., Smith, John P., 123-45-6789, Item #36 continued)

37a. & 37b. Completed by the applicant's Commanding Officer	Self-explanatory. Be sure to check the appropriate box next to Commanding Officer's Recommendation (check only 1 box please). Commanding Officer must also sign this item, include the date (on the line provided) and enter a signature block including telephone number and E-Mail address on the line provided (each item holds 600 characters; attach a separate piece of paper if more space is needed and include applicant's full name, SSN and the item # you are completing (ex., Smith, John P., 123-45-6789, Item #36 continued)).
38. Completed by the applicant's Field Grade Commander	Self-explanatory. Be sure to include a recommendation in your remarks. Field Grade Commander must also sign this item, include the date on the line provided, and enter a signature block including telephone number and E-Mail address on the line provided (current space holds 750 characters; if more space is needed attach a separate piece of paper and include the applicant's full name, SSN and the item # you are completing (ex., Smith, John P., 123-45-6789, Item #36 continued)).

**Academic Discipline Mix 1 -
Generalist**

CODE ACADEMIC TITLE

AAA ART COMMERCIAL
AAE ARABIC-EGYPTIAN
AAK ARABIC-JORDANIAN
AAL ARABIC-LIBYAN
AAN ARABIC-SAUDI
AAP ARABIC-SYRIAN
AAQ ARABIC-LEBANESE
AAX ART GENERAL
AAZ ARABIC
ABN BENGALI
ABX LANGUAGE/LITERATURE
CLASSICAL
ACA RELIGIOUS EDUCATION
ACB PASTORAL COUNSELING
ACC RELIGION/THEOLOGY
ACD CHINESE CANTONESE
ACM CHINESE MANDARIN
ADG ARABIC-IRAQI
ADU DUTCH
ADX ENGLISH
AEX MUSIC
AFA PUBLIC SPEAKING
AFB DRAMATICS
AFC HOMILETICS AND
COMMUNICATION SKILLS
AFR FRENCH
AGA BROADCASTING
(ANNOUNCER)
AGB PRODUCTION MOTION
PICTURE
AGC PRODUCTION
AHJ HINDI
AHX LANGUAGE/LITERATURE
FOREIGN
AJA JAPANESE
AJN INDONESIAN
AJT ITALIAN
AKP KOREAN
AKX JOURNALISM-
WRITING/EDITING
ALA SPANISH (LATIN
AMERICAN)
ALX PHILOSOPHY
AML MALAYSIAN
ANR NORWEGIAN
ANX ARTS LIBERAL
APQ PORTUGUESE (BRAZILIAN)
APY PORTUGUESE (EUROPEAN)
AQE ARABIC-EASTERN
AQW ARABIC-WESTERN
ARU RUSSIAN
ASC SERBO-CROATIAN
ASR SPANISH (CASTILLIAN)
ASY SWEDISH

ATA TAGALAC
ATH THAI
ATU TURKISH
AUR URDU
AXX ARTS-CLASSIC/GENERAL
BAF COMMERCIAL-
MARKETING/MERCHANDISING
BAK LABOR RELATIONS
BAO ORGANIZATION
BEHAVIOR-
ORGANIZATION
EFFECTIVENESS
BAP ORGANIZATION
BEHAVIOR-PERSONNEL
MANAGEMENT
BAR COLLEGE
ADMINISTRATION
BAS FOOD DISTRIBUTION
BAV HUMAN RESOURCES
BBA ADMINISTRATION PUBLIC
PERSONNEL
BBB MANAGEMENT/
ADMINISTRATION
BBH MANAGEMENT
INSTITUTIONAL
BBM CHURCH MANAGEMENT
BBN HOTEL-RESTAURANT
MANAGEMENT
BBS SAFETY
BCA FOREIGN TRADE
BMS MASTERS-ADVANCED
MILITARY STUDIES
CUF COGNITIVE SCIENCE
DAA AGRICULTURE GENERAL
DAH HORTICULTURE
DAK HUSBANDRY ANIMAL
DAL HUSBANDRY POULTRY
DKF MILITARY SCIENCE
(OTHER THAN U S
ACADEMIES
EAB CULTURAL
FOUNDATIONS
EAC ETHNOLOGY
EAD INTERDISCIPLINARY
STUDIES
EAX ANTHROPOLOGY
EBX AREA STUDIES
ECA POLICE SCIENCE AND
ADMINISTRATION
ECB CORRECTIONS
ECF FORENSIC SCIENCE
ECJ CRIMINAL JUSTICE
ECX CRIMINOLOGY
EED VOCATIONAL AND
EDUCATIONAL
GUIDANCE
EEE VOCATIONS SUBJECTS
(CRAFTS, TRADE)
EEF GENERAL EDUCATION
TECHNOLOGY

EEG	SPECIAL EDUCATION
EEX	EDUCATION GENERAL (TEACHING)
EFA	RECREATIONS
EFB	RECREATION AND PARK ADMINISTRATION
EFC	EDUCATION PHYSICAL
EGX	HISTORY GENERAL
EHX	ECONOMICS HOME
EKB	INTERNATIONAL RELATIONS
EKC	FOREIGN AFFAIRS
ELX	ARTS INDUSTRIAL
EMX	LIBRARY SCIENCE/ARCHIVES
ENB	PUBLIC SAFETY
ENC	GOVERNMENT CIVIL
END	GOVERNMENT MILITARY
ENE	SOCIAL WORK
ENF	ADMINISTRATION SOCIAL WORK
ENX	PUBLIC RELATIONS
ENY	PUBLIC AFFAIRS
EPA	PSYCHOLOGY ABNORMAL
EPB	PSYCHOLOGY EXPERIMENTAL
EPD	PSYCHOLOGY SOCIAL
EPE	PSYCHOLOGY APPLIED
EPH	PSYCHOLOGY CHILD
EPK	PSYCHOLOGY EDUCATIONAL
EPL	PSYCHOLOGY COUNSELING
EPM	PSYCHOLOGY INDUSTRIAL
EPX	PSYCHOLOGY GENERAL
ERA	GEOPOLITICS
ERX	POLITICAL SCIENCE
ESX	SOCIOLOGY
ETX	MORTUARY SCIENCE
EXX	SOCIAL SCIENCE GENERAL
YYY	UNDECLARED

**Academic Discipline Mix 2 -
Technical**

CODE	ACADEMIC TITLE
BAA	ACCOUNTING/AUDITING
BAC	ADVERTISING
BAD	BANKING AND FINANCING
BAE	FINANCE GENERAL
BAM	COMPTROLLERSHIP
BAN	COMPUTER SCIENCE MANAGEMENT

BAX	BUSINESS ADMINISTRATION
BAY	AVIATION BUSINESS ADMINISTRATION
BBD	COMMERCIAL AVIATION TRANSPORTATION
BBE	RESEARCH PROGRAM MANAGEMENT
BBF	MANAGEMENT LOGISTICS
BBG	TRANSPORTATION AND TRAFFIC MANAGEMENT
BBK	MANAGEMENT INDUSTRIAL
BBL	MANAGEMENT AEROSPACE
BBP	PROCUREMENT AND CONTRACT MANAGEMENT
BBR	SYSTEMS MANAGEMENT
BBT	TELECOMMUNICATIONS MANAGEMENT
BBX	MANAGEMENT GENERAL
BCB	STRATEGIC INTELLIGENCE MANAGEMENT
BCC	ADMINISTRATION, MASTER OF SCIENCE DEGREE
BCD	COMMERCE
BCE	AVIATION MAINTENANCE
BCF	INFORMATION SYSTEM MANAGEMENT
BCX	BUSINESS ECONOMICS
BHA	HEALTH SERVICES ADMINISTRATION
BWX	DESIGN TECHNOLOGY
BXX	BUSINESS GENERAL
CCL	CITY PLANNING
CCM	REGIONAL PLANNING
CFW	GEOGRAPHY (PHYSICAL)
CHE	COMMUNICATIONS
DAB	AGRONOMY SOIL SCIENCE
DAD	DAIRY SCIENCE
DAE	FISH RESOURCES
DAF	FOOD TECHNOLOGY
DAM	PLANT PATHOLOGY
DAN	SUGAR TECHNOLOGY
DAP	WILD LIFE RESOURCES
DAS	AVIATION SAFETY
DAT	TECHNICAL MANAGEMENT
DAX	AGRICULTURE-FORESTRY GRENERAL
DBB	NAVIGATION CELESTIAL
DEA	NAVIGATIONAL TERRESTRIAL
DED	TOPOGRAPHY INCLUDING PHOTOGRAMMETRY
EAA	ARCHEOLOGY

EDX	ECONOMICS GENERAL	DAR	BIOMETRY
EEB	INSTRUCTIONAL TECHNOLOGY	DBA	ASTRODYNAMICS
EEC	EDUCATION INDUSTRIAL	DBC	ASTROPHYSICS
EKD	COMMUNICATIONS SCIENCES	DBX	ASTRONOMY
EPC	PSYCHOLOGY CLINICAL	DCA	BOTANY GENERAL
EPF	PSYCHOMETRICS/ PSYCHOPHYSICS	DCB	ENTOMOLOGY
EPG	PSYCHOLOGY (ARTIFICIAL INTELLIGENCE)	DCC	BACTERIOLOGY
FAA	CLINICAL OPTOMETRY MANAGEMENT	DCD	PARASITOLOGY
FAB	LABORATORY SCIENCE	DCE	TAXONOMY
FAC	NUCLEAR PHARMACY	DCF	ZOOLOGY
FBA	DIETETICS	DCG	MED MICROBIOLOGY
FBB	DIETITIAN ADMINISTRATIVE	DCK	RADIATION BIOLOGY
FBC	DIETITIAN THERAPEUTIC	DCL	RADIOLOGICAL HYGIENE
FBD	DIETITIAN CLINICAL	DCX	BIOLOGY
FBX	NUTRITION	DDA	BIOCHEMISTRY GENERAL
FCA	OCCUPATIONAL THERAPY	DDB	CHEMISTRY ANALYTICAL GENERAL
FCB	OCCUPATIONAL THERAPY – KINESIOLOGY	DDC	CHEMISTRY INORGANIC GENERAL
FCX	OCCUPATIONAL THERAPY (ARTS/CRAFTS)	DDD	CHEMISTRY ORGANIC GENERAL
FDA	ANATOMY	DDE	CHEMISTRY PHYSICAL GENERAL
FDB	PHYSICAL THERAPY	DDF	CHEMISTRY NUCLEAR
FDC	PHYSICAL THERAPY ELECTROPHYSICS	DDG	CHEMISTRY CERAMICS/GLASS
FDD	PHYSICAL THERAPY NEUROLOGY	DDH	GLASS TECHNOLOGY
FDX	PHYSICAL THERAPY CORRECTIVE EXERCISE	DDK	CHEMISTRY ELECTROCHEMISTRY
FEA	PATHOLOGY SPEECH	DDL	CHEMISTRY TEXTILE
FEX	AUDIOLOGY	DDM	CHEMISTRY PAPER
FJA	ENVIRONMENTAL HEALTH	DDN	CHEMISTRY INDUSTRIAL
FKA	SANITARY SCIENCE	DDO	RADIOCHEMISTRY
FLA	PUBLIC HEALTH	DDP	METALLURGY
PEX	PRE-LAW	DDX	CHEMISTRY GENERAL
		DEX	GEODETIC SCIENCE
		DFX	GEOGRAPHY GENERAL/ECONOMIC/POLITICAL
		DGA	GEOLOGY SURFICIAL
		DGB	GEOLOGY STRATIGRAPHY
		DGC	SEISMOLOGY
		DGD	GEOLOGY TERRESTRIAL MAG-ELECTRICITY
		DGE	GEOLOGY ECONOMIC
		DGF	GEOLOGY GENERAL
		DGG	PALEONTOLOGY
		DGH	MINERALOGY PETROLOGY
		DGL	METEOROLOGY CLIMATOLOGY
		DGN	NAUTICAL SCIENCES
		DGP	OCEANOGRAPHY HYDROLOGY
		DGX	GEOPHYSICS
		DHA	STATISTICS
		DHB	MATHEMATICS CRYPTANALYSIS

**Academic Discipline Mix 3 -
Physical
Science/Analytical**

CODE	ACADEMIC TITLE
BAL	OPERATIONS RESEARCH ANALYST (BUSINESS)
CFB	PHYSICS, SPACE
CFD	SPACE SYSTEMS OPERATIONS
CUE	COMPUTER SCIENCE
CUP	COMPUTER BASED INSTRUCTION
DAG	HISTOLOGY
DAI	EMBRYOLOGY

DHC	MATHEMATICS BALLISTICS	CBX	AGRICULTURE ENGINEERING
DHX	MATHEMATICS GENERAL	CCD	URBAN PLANNING
DLA	PHYSICS BIOPHYSICS AND RADIOLOGY	CCF	ENGINEERING STRUCTURAL
DLB	PHYSICS ELECTRICITY/ MAGNETISM/ ELECTRONIC	CCG	CIVIL ENGINEERING (STRUCTURAL DYNAMICS)
DLC	HEALTH PHYSICS	CCH	ENGINEERING (TRANSPORTATION)
DLD	PHYSICS NUCLEAR	CCK	RADIOLOGICAL SAFETY AND DEFENSE
DLE	PHYSICS OPTICS LIGHT (OPTICS)	CCN	ENGINEERING SPACE FACILITIES
DLF	PHYSICS THERMAL	CCO	ENVIRONMENTAL ENGINEERING
DLG	JET PROPULSION	CCP	ENVIRONMENTAL HEALTH ENGINEERING
DLH	TECHNOLOGY NUCLEAR REACTOR	CCQ	ENVIRONMENTAL SCIENCE
DLK	APPLIED SCIENCE	CCR	CIVIL ENGINEERING (SANITARY)
DLL	MEDICAL TECHNOLOGY	CCX	CIVIL ENGINEERING
DLM	RADIOLOGICAL PHYSICS	CDA	BIOMEDICAL ENGINEERING
DLN	ACOUSTICS	CDX	ENGINEERING CERAMIC
DLP	AERODYNAMICS	CEX	ENGINEERING CHEMICAL
DLX	PHYSICS GENERAL	CEY	COMPOSITE MATERIALS
DLY	LASER/MICROWAVE PHYSICS	CFA	AEROSPACE ENGINEERING (SPACE TRAVEL)
DLZ	PHYSICS ASTRODYNAMICS	CFC	SPACE SYSTEMS ENGINEERING
DMS	MATERIAL SCIENCE	CFX	ENGINEERING AERONAUTICAL
DPS	POLYMER SCIENCE	CFY	CARTOGRAPHY
DXX	PHYSICAL SCIENCES GENERAL	CFZ	ASTRONAUTICAL ENGINEERING
FGC	VIROLOGY	CGA	PRODUCTION DESIGN ENGINEERING
FHA	SEROLOGY	CGK	GEOLOGICAL ENGINEERING
FHX	IMMUNOLOGY	CGX	ENGINEERING ADMINISTRATION
FIA	TOXICOLOGY	CHA	ENGINEERING ELECTRONICS
FIB	PHARMACOLOGY	CHB	ENGINEERING RADIO
FIC	CHIROPRACTICS	CHF	ELECTRONIC WARFARE SYSTEMS TECHNOLOGY
FKX	PHYSIOLOGY	CHJ	JOINT COMMAND, CONTROL & COMMUNICATION
GOB	PHYSICIAN'S ASSISTANT TRAINING	CHX	ENGINEERING ELECTRICAL
GPA	BASIC SCIENCE	CKB	ENGINEERING ORDNANCE
GPB	PRE-DENTAL AND PRE-VET	CKC	ENGINEERING RAILWAY
GPX	PRE-MED	CKD	ENGINEERING REFRIGERATION
KXX	PHARMACY	CKE	ENGINEERING AIR CONDITIONING
LAX	PHYSIOLOGIC OPTICS		

**Academic Discipline Mix 4 -
Engineering**

CODE	ACADEMIC TITLE
CAA	ARCHITECTURAL ENGINEERING
CAB	NAVAL ARCHITECTURE ENGINEERING
CAC	ARCHITECTURE LANDSCAPE
CAX	ARCHITECTURE GENERAL

CKF	ENGINEERING HYDRAULIC
CKH	ENGINEERING MECHANICS
CKK	ENGINEERING HEATING
CKL	ENGINEERING AUTOMOTIVE
CKM	ENGINEERING DIESEL
CKN	ENGINEERING EXPLOSIVE
CKO	MISSILES AND MUNITIONS
CKP	GUIDED MISSILES
CKQ	SANITARY ENGINEERING
CKX	MECHANICAL ENGINEERING
CLA	ENGINEERING NUCLEAR EFFECTS
CLB	ENGINEERING REACTOR
CLD	CIVIL ENGINEERING (CONSTRUCTION)
CLE	MAINTAINABILITY ENGINEERING
CLF	NUCLEAR ENGINEERING
CME	MATERIAL ENGINEERING
CMX	ENGINEERING MARINE
CNX	ENGINEERING METALLURGICAL
CPE	POLYMER ENGINEERING
CPF	POWER ENGINEERING
CPG	PLASTICS ENGINEERING
CPX	ENGINEERING MINING
CQX	ENGINEERING PIPELINE
CRA	FUEL TECHNOLOGY
CRM	ENERGY RESOURCE MANAGEMENT
CRX	ENGINEERING PETROLEUM
CSX	ENGINEERING PHYSICS
CSY	VERTICAL LIFT TECHNOLOGY
CTX	ENGINEERING SAFETY
CUA	COMPUTER SCIENCE (ENGINEERING)
CUB	OPERATIONS RESEARCH (STRATEGIC & TACTICAL SCIENCE)

CUC	OPERATIONS RESEARCH ANALYST (ENGINEERING)
CUD	COMPUTER ENGINEERING (ARTIFICIAL INTELLIGENCE)
CUG	SOFTWARE ENGINEERING
CUX	SYSTEMS ENGINEERING
CWX	ENGINEERING TEXTILE
CXX	ENGINEERING GENERAL
CYA	HUMAN FACTORS ENGINEERING
CYX	ENGINEERING INDUSTRIAL
CYY	ROBOTICS ENGINEERING

**Academic Discipline Mix 5 -
Nursing**

CODE	ACADEMIC TITLE
JXX	NURSING GENERAL

APPENDIX - D

Specialized Training Service Obligation (TSO) Calculation

First term soldiers and any re-classified soldiers must calculate the AIT service obligation. Any waiver submitted by first term or re-classified soldiers will include the AIT calculation regardless of whether this service obligation has already been met. Soldiers on their second or subsequent enlistment, who have not attended an additional AIT, will calculate only the most recent service obligations for specialized training.

1. AIT: MOS: _____

a. # of months service obligation: _____ (AR 614-200, Table 4-1)

b. Discharge Date Requested: _____ (yy/mm)

Date Completed/Graduated AIT: _____ (yy/mm)

of months since AIT: _____

c. # of months since AIT:

> # of months service obligation for AIT training, therefore AIT requirement met

OR

< # of months service obligation for AIT training, therefore request waiver of
_____ months

2. Most recent service obligation for additional specialized training:

Skill Identifier (ASI or SQI): _____

a. # of months service obligation: _____ (AR 614-200, Table 4-1)

b. Discharge Date Requested: _____ (yy/mm)

Date Completed ASI/SQI course: _____ (yy/mm)

of months since ASI/SQI course: _____

c. # of months since ASI/SQI:

> # of months TSO for ASI/SQI training, therefore requirement met

OR

< # of months TSO for ASI/SQI training, therefore request TSO waiver of
_____ months

Note: the most recent service obligation for specialized training may not be based on the most recent course attended. Longer duration ASI/SQI courses may have service obligations that override a shorter but more recent course. Calculate all recent courses to determine any required waivers.